

TAB

**SECRET**

8. THAT MODERN MECHANIZED FILE EQUIPMENT BE PROCURED TO REPLACE THE 5 DRAWER CARD SAFES AND 4 DRAWER SAFES NOW USED FOR HOUSING CONTROL RECORDS.

The selection of the right piece of file equipment that would best serve the purpose and use of the file can often make the difference between failure and success of a system. Whereas the control operation in OGC is not a large one in comparison with several other Agency mail room activities, accurate and speedy service is of utmost importance at this top organizational level. To expedite the control processes and to promote a more efficient service to the officials of OGC, it is recommended that one Roto-File be procured at a cost of \$2,500 to replace the present safe equipment now used. The dollar value of safes that could be returned to supply by adopting the Roto-File and by transferring inactive material to the Records Center would more than offset the procurement cost.

**SECRET**